



PO260

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PO260

PO260 Creating and Administering Procurement Contracts

Course Overview

Contracts between the Judiciary and vendors protect the interest of both the Judiciary and the vendors. It facilitates the efficient and effective execution of long-term revenue-generating contracts for goods and services. Having a centralized location for these contracts enables the Judiciary to:

- Inquire, manage and store the terms of agreement.
- Assist in receiving the agreed upon goods and services.
- Timely invoice management.
- Timely payments for received goods and services.

Course Outline

The following section and lessons provide information and step-by-step procedures on the process of creating and administering procurement Contracts for the Judiciary.

- Course Audiences and Prerequisites
- Lesson 1: Entering and Updating Procurement Contracts
- Lesson 2: Inquiring on Procurement Contract Information
- Course Summary

Course Audience and Prerequisites

Audience

The Judiciary audiences for this course are:

- AOC Procurement and Contract Admin

GEARS Role

This course is intended for Judiciary employees with the following GEARS role(s):

- CS Buyer Transactions

Prerequisites

The recommended prerequisites for this course are:

- INT100 Introduction to GEARS
- PO100 Understanding GEARS Procurement Processes
- PO250 Managing Request for Quotes

Lesson 1: Entering and Updating Procurement Contracts

Lesson Overview

This lesson covers the steps that are necessary to create and issue contracts.

Lesson Objectives

After completing this lesson, you will be able to:

- Create a master contracts
- Create blanket purchase order contracts
- Stage contract purchase orders
- Dispatch contracts
- Add comments and supporting documents to contracts

1.1 Creating Master Contracts

Use **master contracts** to group several contracts for the same supplier and then track them using one Master Contract ID. You associate the individual contracts with the master contract ID by designating the master contract ID on the **Manage Master Contracts** page. In this topic, you will create a Master Contract.

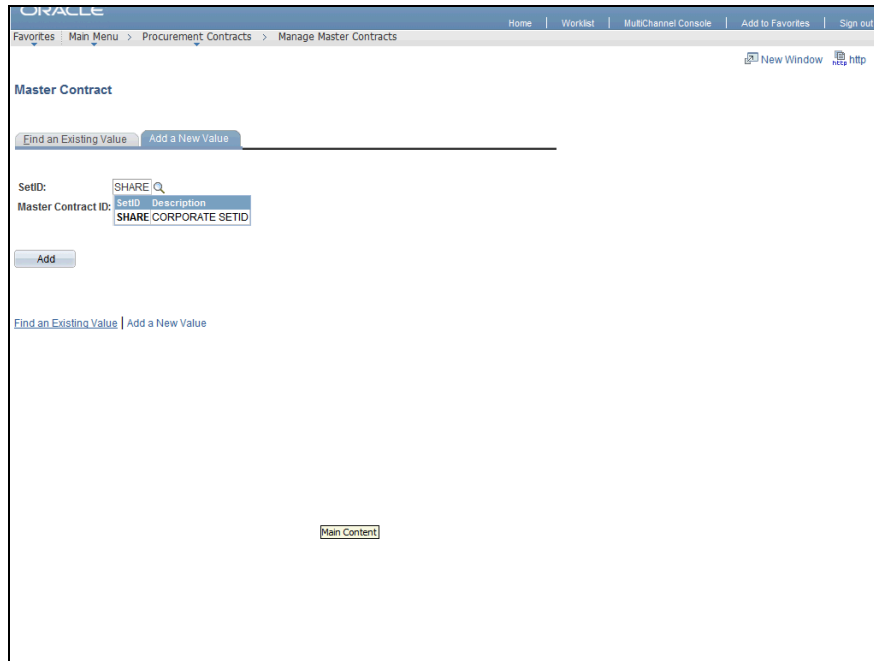
After completing this topic, you will be able to:

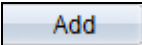
- Enter a Master Contract for a supplier

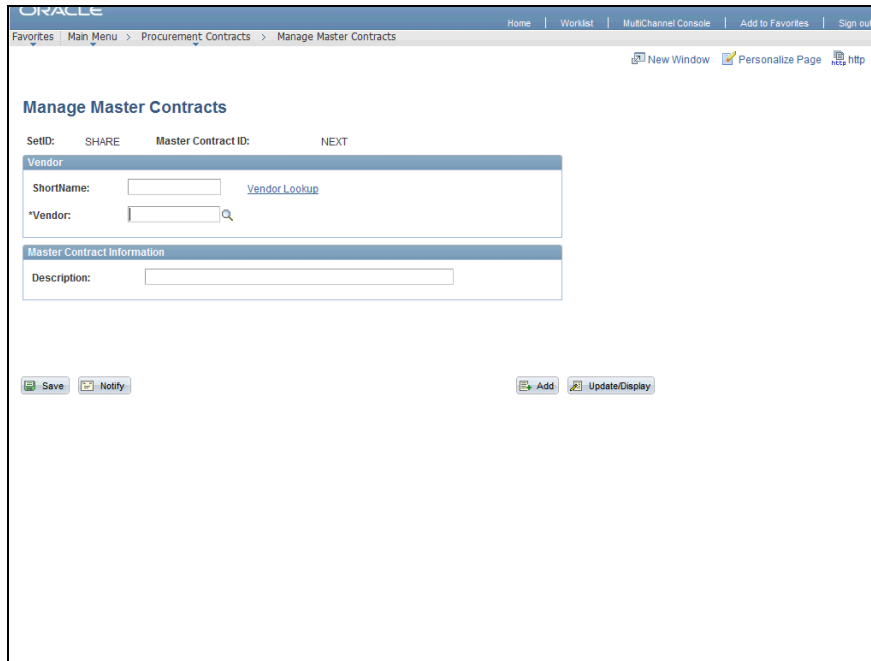
Procedure

In this topic, you will learn how to enter a Master Contract.

Step	Action
1.	Navigate to the Master Contract page. Click the Procurement Contracts link. 
2.	Click the Manage Master Contracts link. 



Step	Action
3.	<p>The Master Contract search page displays.</p> <p>The SetID and Master Contract ID fields should be automatically populated.</p> <p>Click the Add button.</p> 



Oracle
Favorites | Main Menu | Procurement Contracts > Manage Master Contracts | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out


New Window | Personalize Page | http

Manage Master Contracts

SetID: SHARE Master Contract ID: NEXT





Vendor


ShortName: [Vendor Lookup](#)

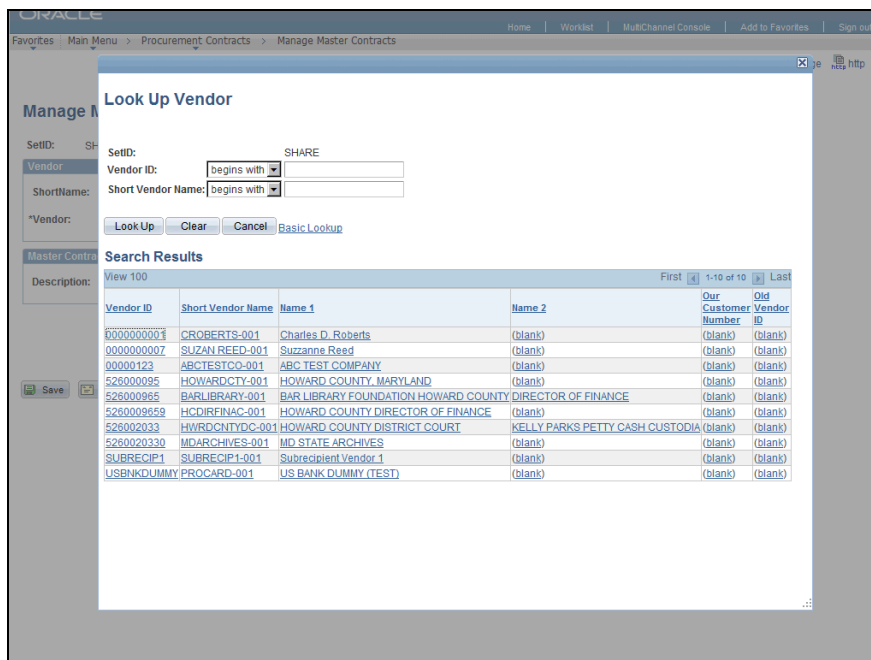
*Vendor: 

Master Contract Information

Description:

 Save  Notify  Add  Update/Display

Step	Action
4.	<p>The Manage Master Contracts page displays.</p> <p>Click the Look up Vendor (Alt+5) button.</p> 



Oracle
Favorites | Main Menu | Procurement Contracts > Manage Master Contracts | Home | Worklist | MultiChannel Console | Add to Favorites | Sign out


New Window | Personalize Page | http

Manage Master Contracts

SetID: SHARE





Vendor

ShortName:

*Vendor: 

Master Contract Information

Description:

 Save  Notify  Add  Update/Display

Look Up Vendor

SetID: SHARE

Vendor ID: begins with


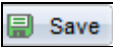
Short Vendor Name: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-10 of 10 Last

Vendor ID	Short Vendor Name	Name 1	Name 2	Our Customer Number	Old Vendor ID
0000000001	CROBERTS-001	Charles D. Roberts	(blank)	(blank)	(blank)
0000000007	SUZAN REED-001	Suzanne Reed	(blank)	(blank)	(blank)
000001023	ABCTESTCO-001	ABC TEST COMPANY	(blank)	(blank)	(blank)
526000095	HOWARDCTY-001	HOWARD COUNTY, MARYLAND	(blank)	(blank)	(blank)
526000955	BARLIBRARY-001	BAR LIBRARY FOUNDATION HOWARD COUNTY	DIRECTOR OF FINANCE	(blank)	(blank)
526000959	HCORFINAC-001	HOWARD COUNTY DIRECTOR OF FINANCE	(blank)	(blank)	(blank)
526002033	HWRCNTYDC-001	HOWARD COUNTY DISTRICT COURT	KELLY PARKS PETTY CASH CUSTODIA	(blank)	(blank)
5260020330	MDARCHIVES-001	MD STATE ARCHIVES	(blank)	(blank)	(blank)
SUBRECIPI1	SUBRECIPI1-001	Subrecipient Vendor 1	(blank)	(blank)	(blank)
USBNKDUMMY PROCARD-001	US BANK DUMMY (TEST)	(blank)	(blank)	(blank)	(blank)

Step	Action
5.	<p>The Look Up Vendor window displays.</p> <p>Select an appropriate vendor link. For this example, click the Suzanne Reed link.</p> 
6.	<p>Enter a description for the master contract in the Description field. You can see this description when you run reports on master contracts for specific vendors.</p> <p>Enter the desired information into the Description field. Enter a valid value e.g. "Supplies".</p>
7.	<p>Click the Save button.</p> 
8.	<p>You have successfully completed the <i>Creating Master Contracts</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Enter a master contract <p>End of Procedure.</p>

1.2 Entering Blanket Purchase Order Contracts

The Judiciary, in certain instances, may find it necessary and in the best interest of the organization to receive a variety of goods with one vendor. A vendor may give discount prices on all goods because the Judiciary agrees to purchase, for example, all types of office supplies available in the vendor's inventory. This type of agreement is a Blanket Purchase Order Contract.

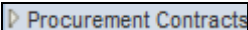

After completing this topic, you will be able to:

- Enter a blanket purchase order contract
- Define the terms of a blanket purchase order contract
- Maintain the blanket purchase order

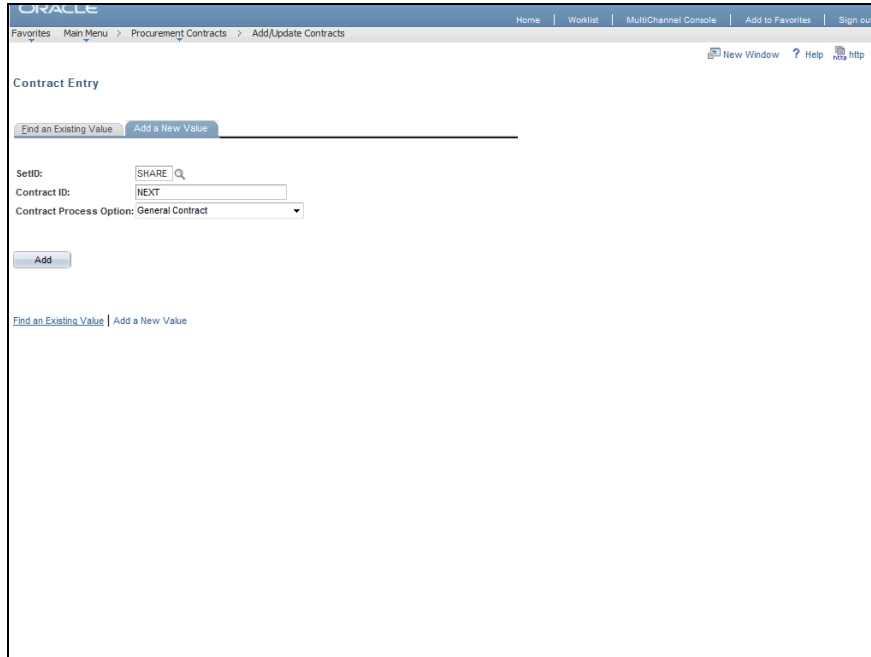
To begin the simulation, click the **Try It!** button in the UPK Player.

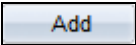
Procedure

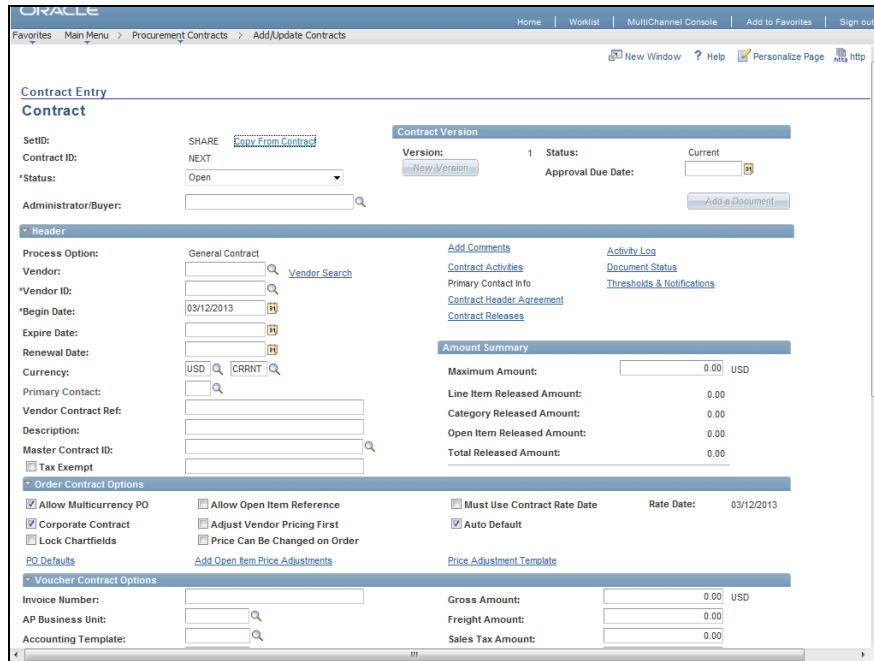
In this topic, you will enter a blanket purchase order contract.

Step	Action
1.	<p>Navigate to the Contract Entry page.</p> <p>Click the Procurement Contracts link.</p> 
2.	<p>Click the Add/Update Contracts link.</p> 

Step	Action
3.	<p>The Contract Entry search page displays.</p> <p>Verify the following:</p> <ul style="list-style-type: none"> - the SetID field displays "SHARE" - the Contract ID field displays "NEXT" - the Contract Process Option displays "General Contract"



Step	Action
4.	<p>Click the Add button.</p> 



Contract Entry
Contract

SetID: SHARE [Copy From Contract](#)
Contract ID: NEXT
*Status: Open
Administrator/Buyer:


Contract Version
Version: 1 Status: Current
Approval Due Date:
[Add a Document](#)

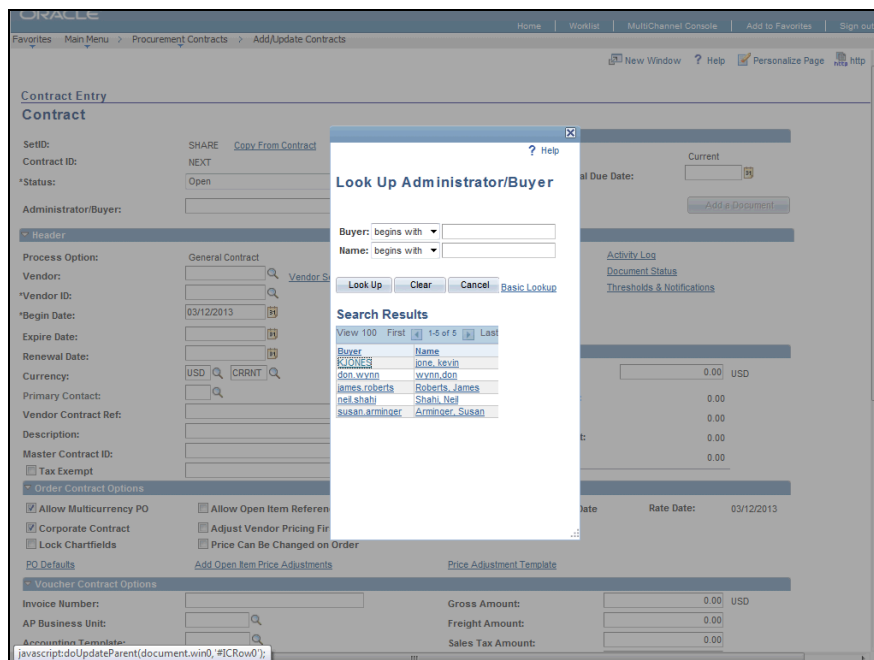
Header
Process Option: General Contract
Vendor: [Vendor Search](#)
*Vendor ID:
*Begin Date: 03/12/2013
Expire Date:
Renewal Date:
Currency: USD CRRNT
Primary Contact:
Vendor Contract Ref:
Description:
Master Contract ID:
☐ Tax Exempt

Order Contract Options
☒ Allow Multicurrency PO ☐ Allow Open Item Reference
☒ Corporate Contract ☐ Adjust Vendor Pricing First
☐ Lock Chartfields ☐ Price Can Be Changed on Order
[PO Defaults](#) [Add Open Item Price Adjustments](#) [Price Adjustment Template](#)

Voucher Contract Options
Invoice Number:
AP Business Unit:
Accounting Template:
Gross Amount: 0.00 USD
Freight Amount: 0.00
Sales Tax Amount: 0.00

Amount Summary
Maximum Amount: 0.00 USD
Line Item Released Amount: 0.00
Category Released Amount: 0.00
Open Item Released Amount: 0.00
Total Released Amount: 0.00

Step	Action
5.	<p>The Contract Entry - Contract page displays.</p> <p>Click the Look up Administrator/Buyer button.</p> 





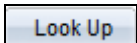

Look Up Administrator/Buyer

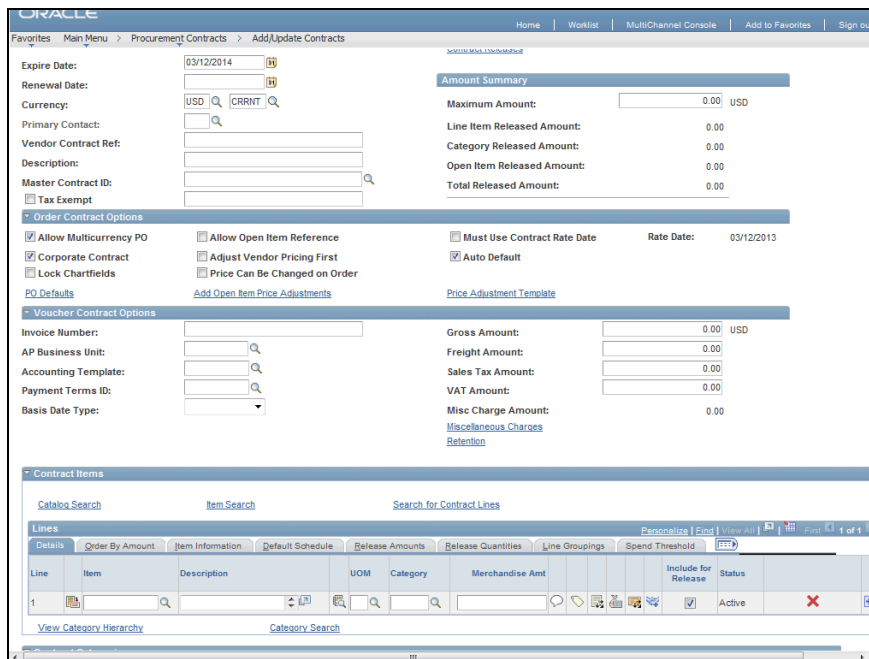
Buyer: begins with
Name: begins with
[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results
View 100 First 1-5 of 5 Last

Buyer	Name
KRONEC	Krone, Kevin
don.wynn	Wynn, Don
james.roberts	Roberts, James
neil.shah	Shah, Neil
susan.arminger	Armingor, Susan


javascript:doUpdateParent(document.win0,'#ICRow0');

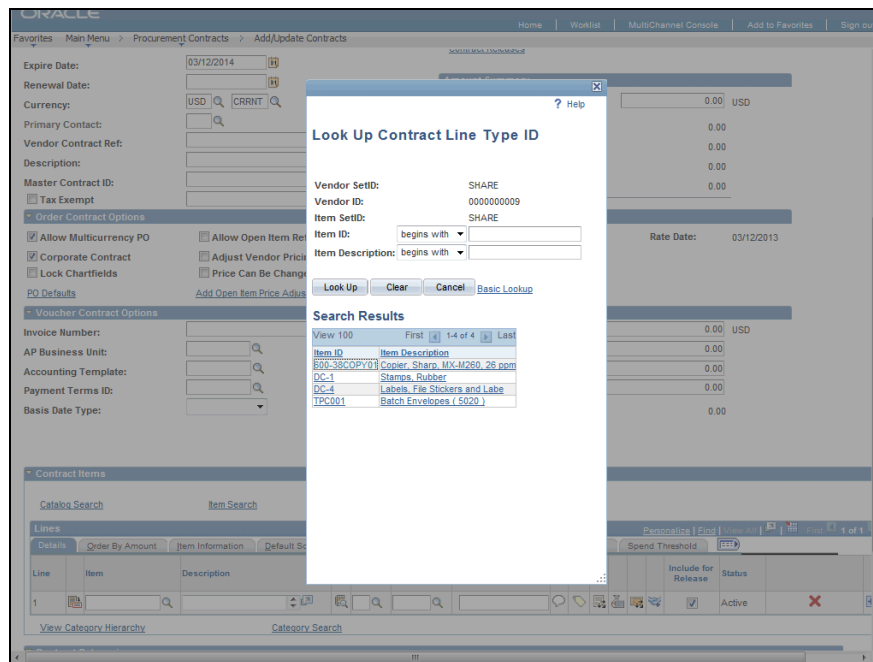
Step	Action
6.	The Look Up Administrator/Buyer window displays. Click a buyer link to select a buyer. 
7.	Click the Look Up Vendor button. 
8.	The Look Up Vendor page displays. Narrow the vendor search results using the fields provided.
9.	Click the Look Up button. 
10.	Click the vendor link to select the vendor. 
11.	The Vendor and Vendor ID fields populates based on the vendor selected.
12.	The Begin Date field default to the current date. Change the date if necessary.
13.	Enter the contract expiration date into the Expire Date field.
14.	In the contract Lines section, you can add items that you want to include on the contract.



The screenshot displays the Oracle Procurement Contracts 'Add/Update Contracts' page. The interface includes a top navigation bar with links like 'Home', 'Worklist', and 'MultiChannel Console'. The main content area is divided into several sections:

- Contract Details:** Fields for 'Expire Date' (03/12/2014), 'Renewal Date', 'Currency' (USD), 'Primary Contact', 'Vendor Contract Ref', 'Description', 'Master Contract ID', and 'Tax Exempt'.
- Amount Summary:** A table showing 'Maximum Amount' (0.00 USD), 'Line Item Released Amount' (0.00), 'Category Released Amount' (0.00), 'Open Item Released Amount' (0.00), and 'Total Released Amount' (0.00).
- Order Contract Options:** Checkboxes for 'Allow Multicurrency PO', 'Corporate Contract', 'Lock Chartfields', 'Allow Open Item Reference', 'Adjust Vendor Pricing First', 'Price Can Be Changed on Order', 'Must Use Contract Rate Date', and 'Auto Default'.
- Voucher Contract Options:** Fields for 'Invoice Number', 'AP Business Unit', 'Accounting Template', 'Payment Terms ID', and 'Basis Date Type'.
- Contract Items:** A section for adding items to the contract, including a table with columns for 'Line', 'Item', 'Description', 'UOM', 'Category', 'Merchandise Amt', 'Include for Release', and 'Status'.

Step	Action
15.	On the contract line, click the Look up Contract Line Type ID button. 



Step	Action
16.	<p>The Look Up Contract Line Type ID page displays.</p> <p>Select the item link for the item you want to select.</p> <p><u>TPC001</u></p>
17.	<p>To add additional items to the contract, Use the Add New Row ("plus") button at the end of a line.</p> <p>NOTE: Delete a row by clicking the Delete a Row ("minus") button at the end of a line.</p>
18.	After defining the contract buyer, vendor, begin and end dates, and contract lines, change the contract status to "Approved" to activate the contract.
19.	<p>Click the Status list.</p> <p><u>Open</u></p>
20.	<p>Click the Approved list item.</p> <p><u>Approved</u></p>
21.	<p>Click the Save button.</p> <p><u>Save</u></p>



Step	Action
22.	The system has assigned a Contract ID to the contract.
23.	<p>You have successfully completed the <i>Entering Blanket Purchase Order Contracts</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Enter a blanket PO contract <p>End of Procedure.</p>

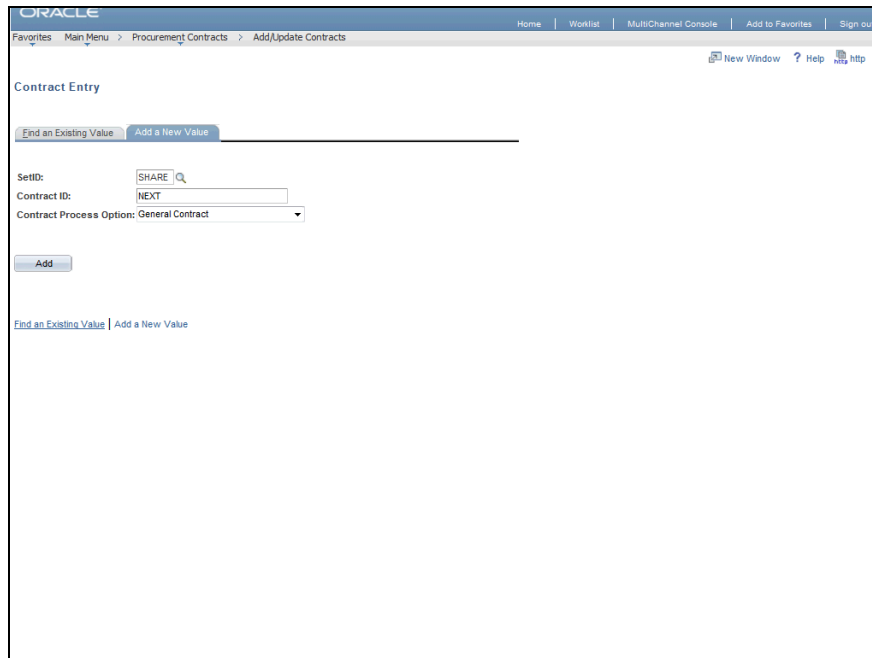
Contract releases for procurement contracts are the association of contracts with purchase orders. The association between the contract and purchase order occurs at the purchase order line level. You track contract releases using the purchase order line reference. The contract ID, contract line number, and release number are unique identifiers.

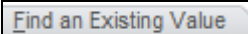
After the completion of this script, you will be able to:

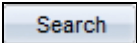
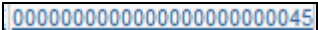
- ## Procedure

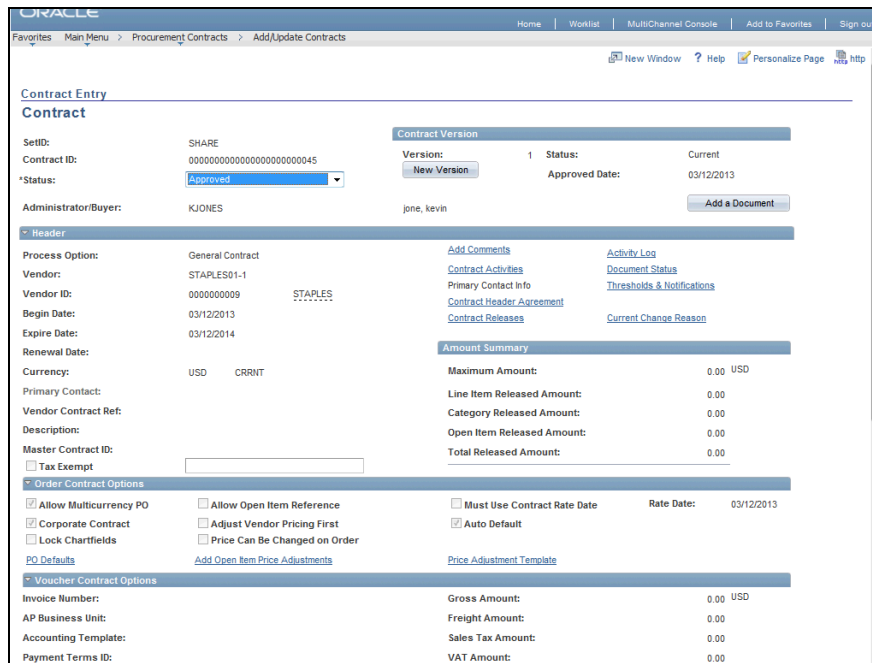
Page 10

Step	Action
1.	Navigate to the Contract Entry page. Click the Procurement Contracts link. 
2.	Click the Add/Update Contracts link. 



Step	Action
3.	The Contract Entry search page displays. Click the Find an Existing Value tab. 

Step	Action
4.	<p>The Find an Existing Value tab displays.</p> <p>Enter one or more values in the search fields to find the contract you want to view.</p> <p>Entering the contract ID is the most direct search method. Use other fields, such as the Vendor name, if you do not know the contract ID. You can also leave search fields blank to retrieve all contracts.</p>
5.	<p>Click the Search button.</p> 
6.	<p>Click the contract link to select the contract.</p> 



Contract Entry
Contract

SetID: SHARE
Contract ID: 00000000000000000000000045
Status: **Approved**
Administrator/ Buyer: KJONES jone, kevin

Contract Version
Version: 1 Status: Current
Approved Date: 03/12/2013
[New Version](#) [Add a Document](#)

Header
Process Option: General Contract
Vendor: STAPLES01-1
Vendor ID: 0000000009 STAPLES
Begin Date: 03/12/2013
Expire Date: 03/12/2014
Renewal Date:
Currency: USD CRRNT
Primary Contact:
Vendor Contract Ref:
Description:
Master Contract ID:
☐ Tax Exempt

[Add Comments](#)
[Contract Activities](#)
[Primary Contact Info](#)
[Contract Header Agreement](#)
[Contract Releases](#)
[Current Change Reason](#)
[Activity Log](#)
[Document Status](#)
[Thresholds & Notifications](#)

Amount Summary
Maximum Amount: 0.00 USD
Line Item Released Amount: 0.00
Category Released Amount: 0.00
Open Item Released Amount: 0.00
Total Released Amount: 0.00

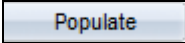
Order Contract Options
☒ Allow Multicurrency PO
☒ Corporate Contract
☐ Lock Chartfields
☐ Allow Open Item Reference
☐ Adjust Vendor Pricing First
☐ Price Can Be Changed on Order
☐ Must Use Contract Rate Date
☒ Auto Default
Rate Date: 03/12/2013

[PO Defaults](#) [Add Open Item Price Adjustments](#) [Price Adjustment Template](#)

Voucher Contract Options
Invoice Number:
AP Business Unit:
Accounting Template:
Payment Terms ID:

Gross Amount: 0.00 USD
Freight Amount: 0.00
Sales Tax Amount: 0.00
VAT Amount: 0.00

Step	Action
7.	<p>The Contract Entry - Contract page displays.</p> <p>Use the Contract Releases link to set up purchase order contract releases. When this is set - up, purchase orders are automatically created against the contract in defined intervals.</p>
8.	<p>Click the Contract Releases link.</p> <p>Contract Releases</p>


Step	Action
9.	The Contract - Create Releases page displays. Specify the interval between purchase orders, generate a schedule for the series of purchase orders, and create the releases of the purchase orders.
10.	Verify the Release Option field displays "Create Order"
11.	Specify the date you want the purchase order release(s) to begin in the Start Date field.
12.	Set the frequency between purchase orders release in the Frequency section. In the Interval field, select the interval at which to create a purchase order for this contract. Values are <i>Annually</i> , <i>Daily</i> , <i>Monthly</i> , and <i>Weekly</i> . NOTE: If you select weekly or monthly intervals, select the day of the month or week on which to create the purchase order.
13.	In the Every field, specify whether to create the purchase order every interval, every two intervals, every three intervals, and so on.
14.	Specify the duration of the purchase order releases in the Duration section.
15.	After specifying the release schedule, click the Populate button. 
16.	The fields in the Release Template section are populated from the release schedule that you specify. NOTE: You can also enter the information in these fields manually or override existing information.

Stage

Vendor Loc: [text]
Message

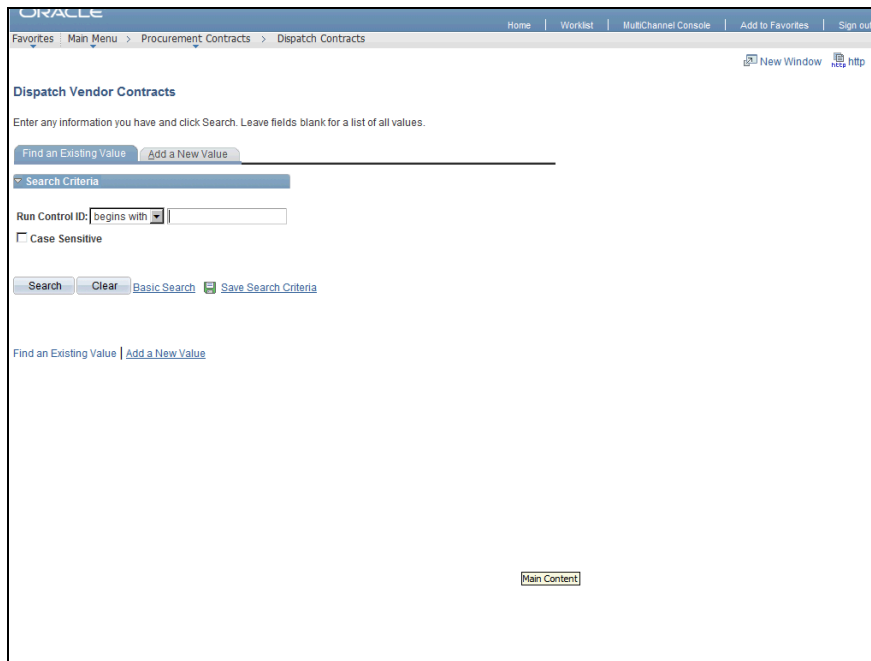
Contract releases successfully staged for 1 release date(s). (10400,508)

OK Cancel

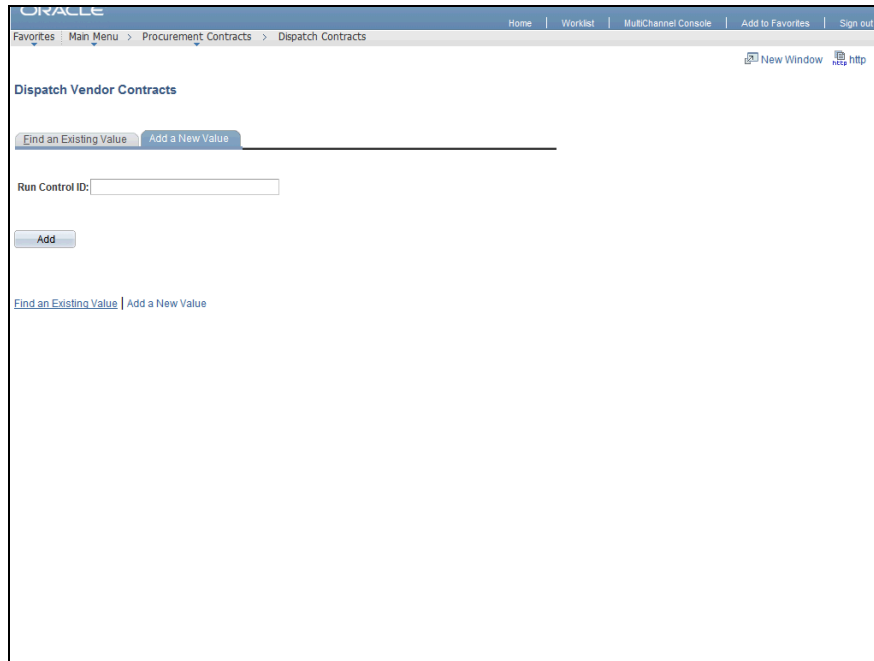


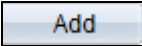
In this topic, you will learn how to dispatch a contract to a vendor.

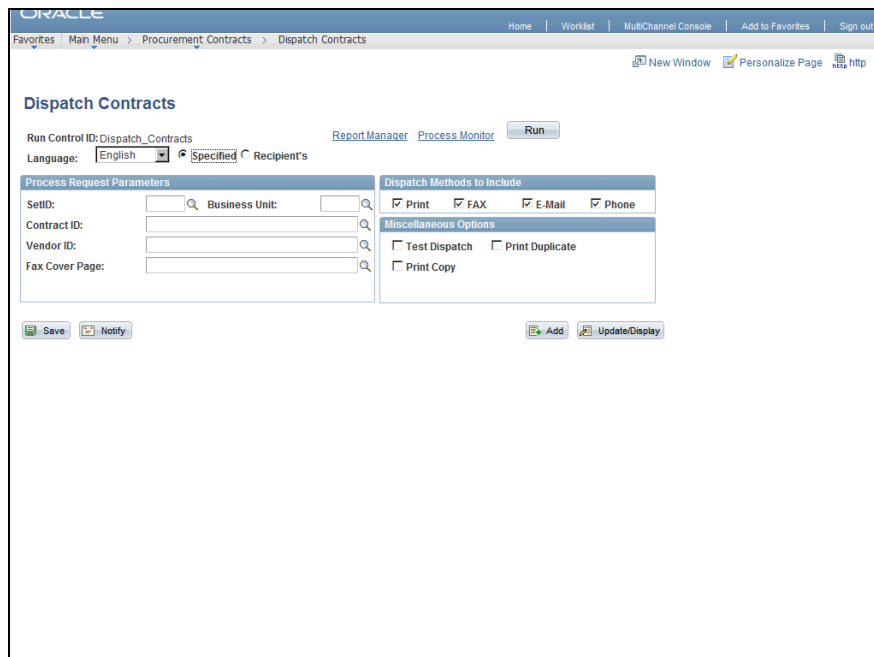
Step	Action
1.	<p>Begin by navigating to the Dispatch Contracts page.</p> <p>Click the Procurement Contracts link.</p> <p>▶ Procurement Contracts</p>
2.	<p>Click the Dispatch Contracts link.</p> <p>Dispatch Contracts</p>



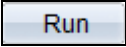
Step	Action
3.	<p>The Dispatch Vendor Contracts search page displays.</p> <p>Click the Add a New Value link.</p> <p>Add a New Value</p>

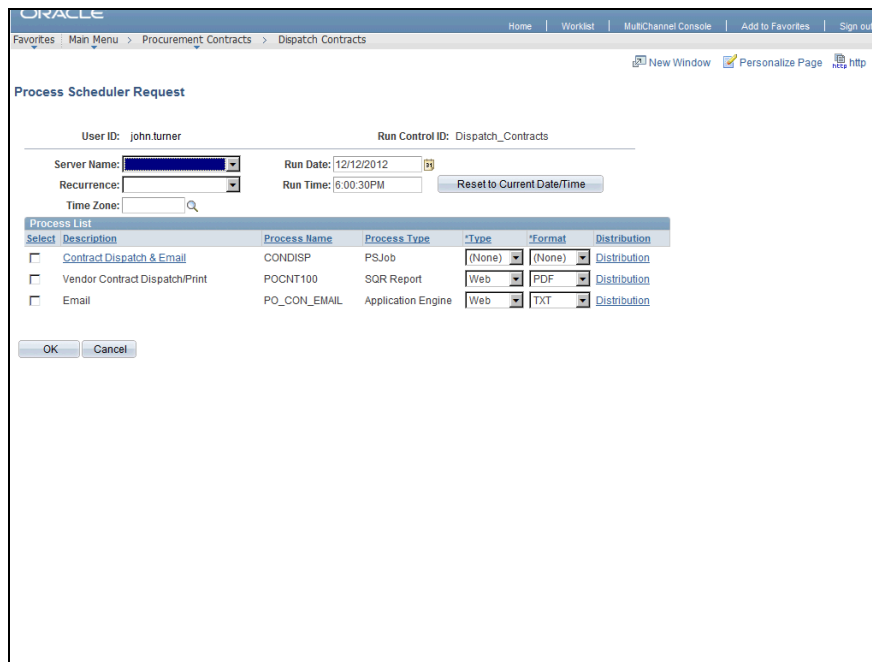


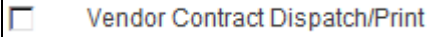
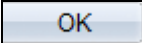
Step	Action
4.	The Add a New Value tab displays. Enter the desired information into the Run Control ID field.
5.	Click the Add button. 



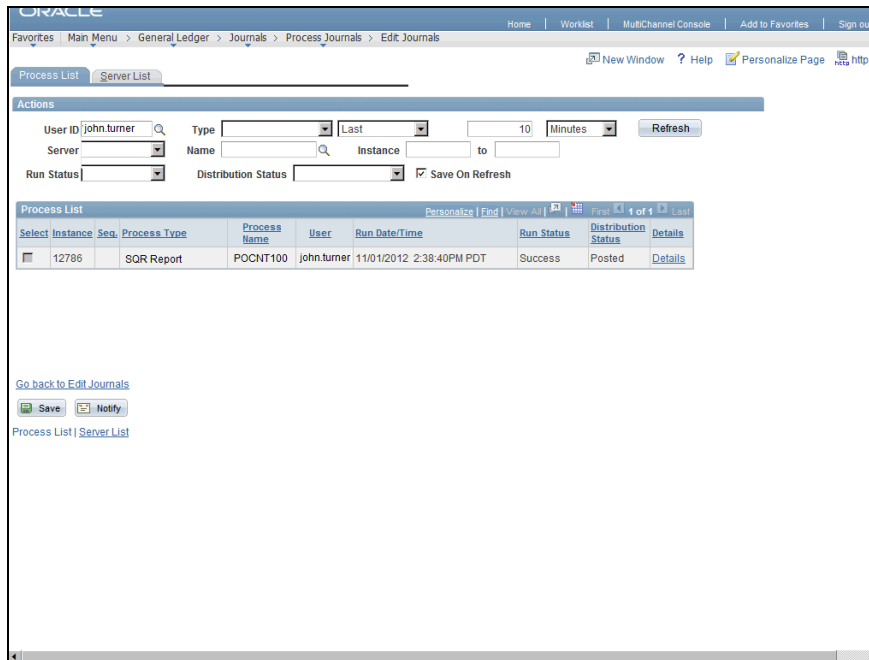
1

Step	Action
12.	<p>The Look Up Vendor ID window displays.</p> <p>Click the desired contract ID link.</p> <p>NOTE: Enter search criteria to find the vendor to which you want to dispatch the contract. Use the Vendor ID or Short Vendor Name fields to search for the vendor.</p>
13.	<p>GEARS contracts are dispatched via email to vendors.</p> <p>If needed, you can select/de-select the appropriate method(s) to dispatch the contract in the Dispatch Methods to Include section. Options include: <i>Print, Fax, Email</i> and <i>Phone</i>.</p>
14.	<p>Click the Run button.</p> 



Step	Action
15.	<p>The Process Scheduler Request page displays.</p> <p>In the Process List section, click the Vendor Contract Dispatch/Print (POCNT100) process option.</p> 
16.	<p>Click the OK button.</p> 

Step	Action
17.	Take note of the process instance number in the top right corner of the page.
18.	Click the Process Monitor link. Process Monitor



Step	Action
19.	The Process Monitor - Process List page displays. The process you ran is listed by process instance number.
20.	This page is not automatically updated as the process progresses. In order to see changes that have occurred, you need to click on the Refresh button. The process has run successfully when the process Run Status displays "Success" and the Distribution Status displays "Posted".
21.	You have successfully completed the <i>Dispatching Contracts</i> topic. You learned how to: - Dispatch a procurement contract to a vendor End of Procedure.

1.5 Adding Comments and Attachments to a Procurement Contract

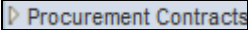

You can add comments or attach supporting documents to a procurement contract.

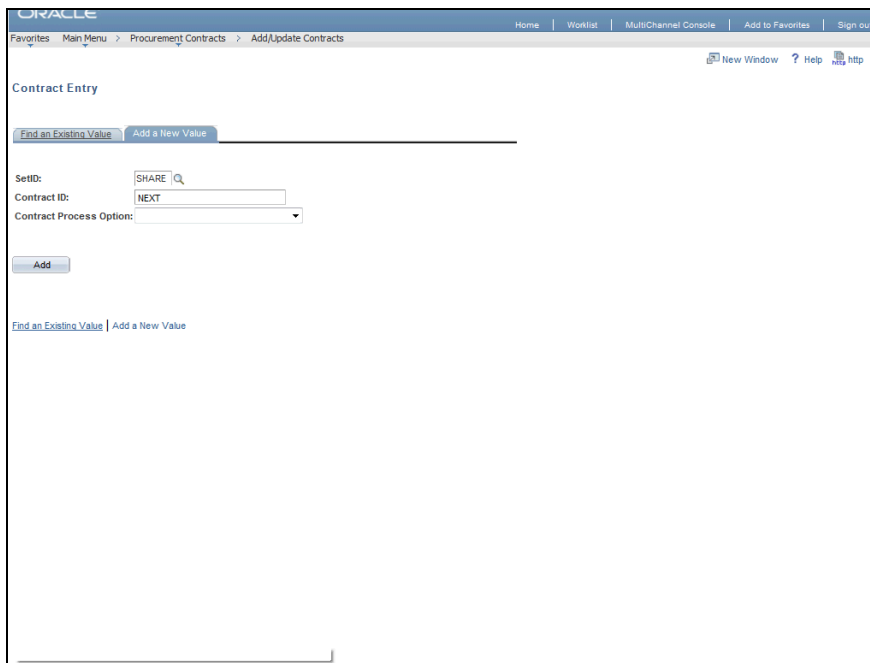
After completing this topic, you will be able to:

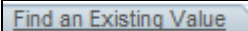
- Add a comment to the procurement contract at the header level
- Add an attachment file to the contract

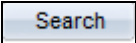

Procedure

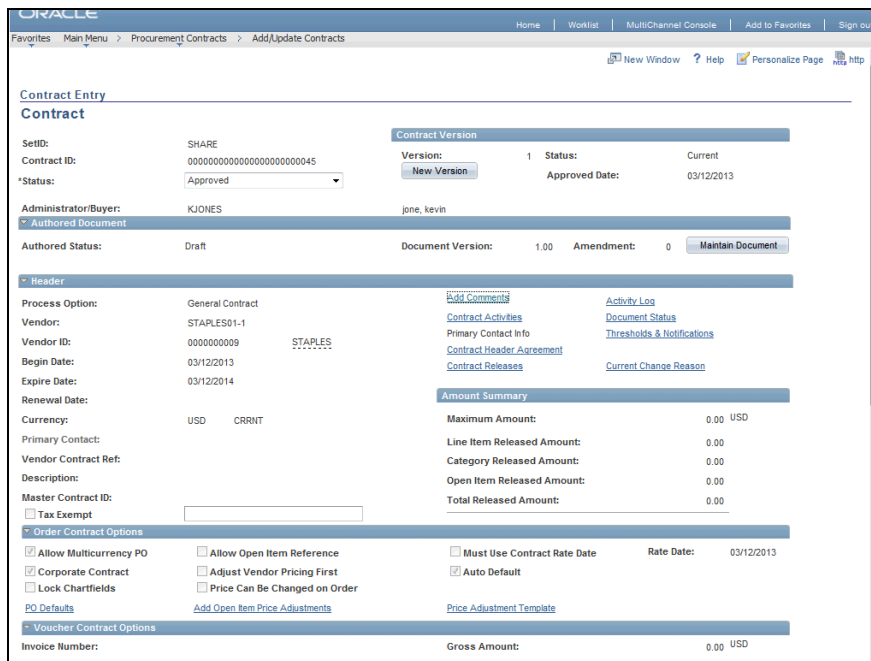
In this topic, you will add Comments to the Procurement Contract along with adding an attachment.

Step	Action
1.	Navigate to the Contract Entry page. Click the Procurement Contracts link. 
2.	Click the Add/Update Contracts link. 



Step	Action
3.	The Contract Entry search page displays. Click the Find an Existing Value tab to search for the contract you want to update. 

Step	Action
4.	The Find an Existing Value page displays. Enter values in one or more search fields to find the contract you want to update. Entering the Contract ID is the most direct means of finding a contract.
5.	Click the Search button. 
6.	Contracts matching your search criteria display in the search results grid.
7.	Click the contract link. 



Contract Entry
Contract

SetID: SHARE Contract ID: 000000000000000000000000000045 Contract Version: Version: 1 Status: Current
 *Status: Approved Approved Date: 03/12/2013
 Administrator/Buyer: KJONES jone, kevin
 * Authored Document
 Authored Status: Draft Document Version: 1.00 Amendment: 0 [Maintain Document](#)

Header


Process Option: General Contract [Add Comments](#) [Activity Log](#)
 Vendor: STAPLES01-1 [Contract Activities](#) [Document Status](#)
 Vendor ID: 000000009 STAPLES [Primary Contact Info](#) [Thresholds & Notifications](#)
 Begin Date: 03/12/2013 [Contract Header Agreement](#)
 Expire Date: 03/12/2014 [Contract Releases](#) [Current Change Reason](#)
 Renewal Date:
 Currency: USD CRRIT **Amount Summary**
 Maximum Amount: 0.00 USD
 Line Item Released Amount: 0.00
 Category Released Amount: 0.00
 Open Item Released Amount: 0.00
 Total Released Amount: 0.00
 Primary Contact:
 Vendor Contract Ref:
 Description:
 Master Contract ID:
☐ Tax Exempt

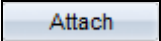
Order Contract Options

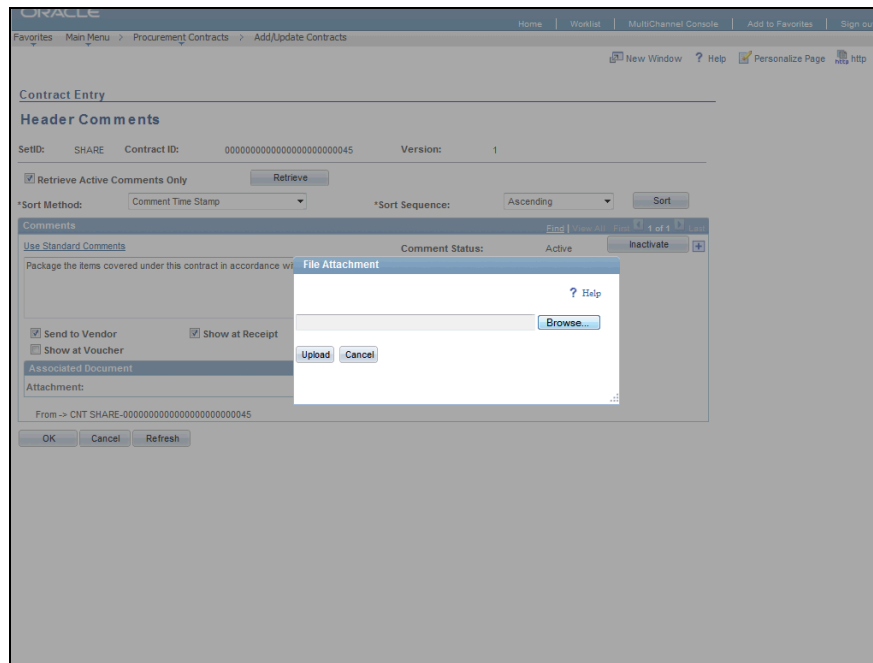
☒ Allow Multicurrency PO ☐ Allow Open Item Reference ☐ Must Use Contract Rate Date Rate Date: 03/12/2013
☒ Corporate Contract ☐ Adjust Vendor Pricing First ☒ Auto Default
☐ Lock Chartfields ☐ Price Can Be Changed on Order
[PO Defaults](#) [Add Open Item Price Adjustments](#) [Price Adjustment Template](#)

Voucher Contract Options

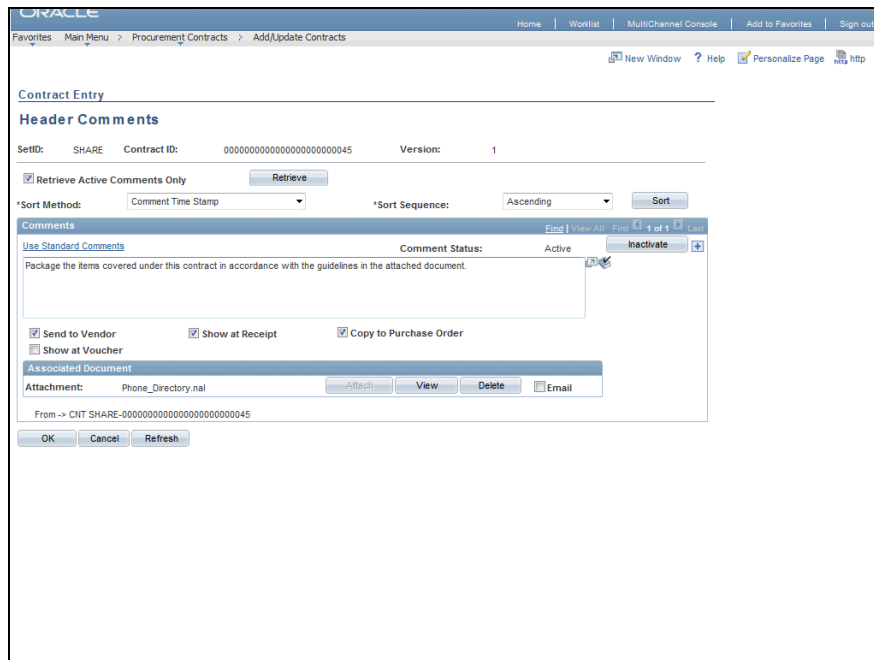
Invoice Number: Gross Amount: 0.00 USD

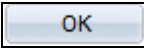

Step	Action
8.	The Contract - Contract Entry page displays. In the Header section, click the Add Comments link. 

Step	Action
9.	<p>The Contract Entry - Header Comments page displays.</p> <p>Enter the desired information into the Comment field.</p>
10.	<p>You have the option of showing comments added on the contract on transaction documents created after the establishment of the contract (i.e., the purchase orders, receipts, vouchers).</p> <p>Use the following options to show comments on subsequent transaction:</p> <ul style="list-style-type: none"> - Send to Vendor: comments entered are shown on the purchase order sent to the vendor - Copy to Purchase Order: comments entered are copied to the purchase order(s) created from the contract - Show at Receipt: comments entered are shown at the time of receipt entry - Show at Voucher: comments entered are shown on the voucher at the time of entry
11.	<p>To attach supporting documentation, click the Attach button.</p> 



Step	Action
12.	<p>The File Attachment dialog box displays.</p> <p>Select any file that you have access to on your PC or on a shared server.</p> <p>Use the Browse button to find and select a file.</p>
13.	<p>Once you have selected a file, click the Upload button.</p>
14.	<p>The Contract Entry - Header Comments page displays.</p> <p>The file name of the attachment you selected displays in the Associated Document section.</p> <p>NOTE: Use the View button to review the attachment. You can also delete the attachment using the Delete button.</p>
15.	<p>Additional comments and attachments can be added using the Add a New Row (plus) button.</p>



Step	Action
16.	<p>Verify that the system shows the comment that you created and also that the uploaded file is identified.</p> <p>Click the OK button.</p> 
17.	<p>The Contract - Contract Entry page displays.</p> <p>Click the Save button.</p> 
18.	<p>You have successfully completed the <i>Adding Comments and Attachments to a Procurement Contract</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none"> - Add comments to a procurement contract - Add an attachment to a procurement contract <p>End of Procedure.</p>

Lesson 2: Inquiring on Procurement Contract Information

Lesson Overview

In this lesson, you learn how to access and view procurement contract information that has been entered in the GEARS Purchasing module.

Lesson Objectives

After completing this lesson, you will be able to:

- Access and review contract information for vendors
- View contract related transactions

2.1 Reviewing Contract Events

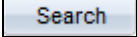
Access the **Events Inquiry** page to view events (i.e., transactions such as requisitions, purchase order releases or vouchers) related to a contract. The **Events Inquiry** page provides links that allow you to access a contract line and category details.

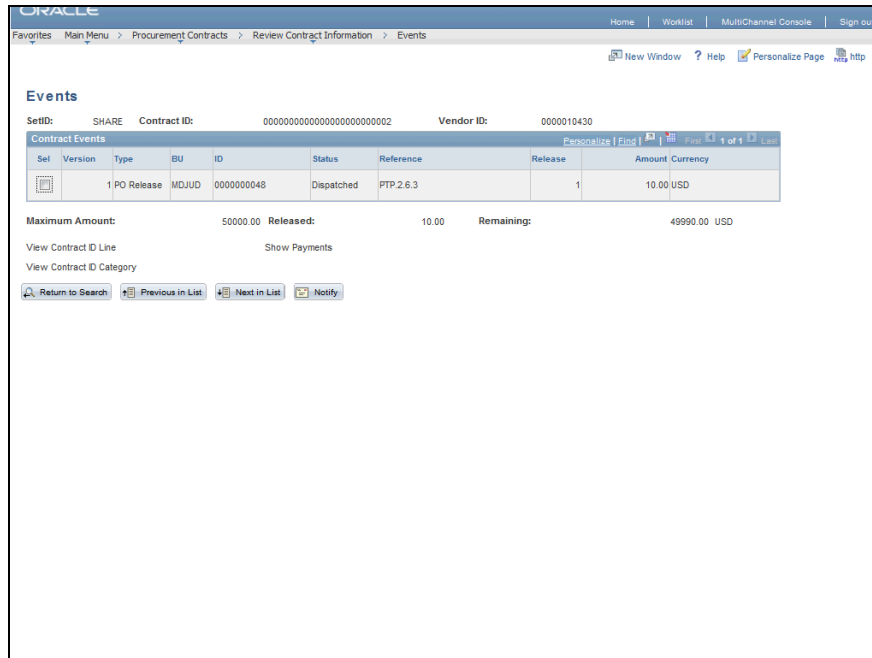
After completing this topic, you will be able to:

- View contract events (e.g., requisitions, purchase orders, or vouchers)

Procedure

In this topic you will use the **Event Inquiry** page to view contract information and transactions that have been created against a contract.

Step	Action
1.	Click the Procurement Contracts link. 
2.	Click the Review Contract Information link. 
3.	Click the Events link. 
4.	Click the Search button. 
5.	Select the contract you would like to review from the displayed list. Click the contract link 



Oracle Events page showing contract details and a table of contract events.

SetID: SHARE Contract ID: 00000000000000000000000000000000 Vendor ID: 0000010430


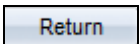
Set	Version	Type	BU	ID	Status	Reference	Release	Amount	Currency
<input type="checkbox"/>	1	PO Release	MDJUD	00000000048	Dispatched	PTP.2.6.3	1	10.00	USD

Maximum Amount: 50000.00 Released: 10.00 Remains: 49990.00 USD

View Contract ID Line Show Payments

View Contract ID Category

Return to Search Previous in List Next in List Notify

Step	Action
6.	The contract Events Inquiry page displays for the contract specified. Transaction activity related to the contract you selected displays in the Contract Events section.
7.	The maximum amount, the amount released, and the remaining amount to be released on the contract displays.
8.	To view more details about the transaction(s), displayed, select the transaction check box. 
9.	Once you have clicked on the check box, relevant links become active to access detail about the transaction. Click a link to view transaction detail. View Contract ID Line
10.	The transaction detail page displays. Review the information. NOTE: When you select a transaction line displayed, relevant links become active. Click the links to view more information, if desired.
11.	Click the Return button to go back to the Events Inquiry page. 

Step	Action
12.	<p>You have completed the <i>Review Contract Events</i> topic.</p> <p>You have learned how to:</p> <ul style="list-style-type: none">- Use the Event Inquiry page to view contract events (e.g., requisitions, purchase orders, or vouchers) <p>End of Procedure.</p>

Course Summary



Congratulations!

You have successfully completed the *PO260 Creating and Administering Procurement Contracts* course. In this course, you have learned how to:

- Create and maintain procurement contracts
- Use online inquiries and review procurement contract reports

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gearstraining@mdcourts.gov (<mailto:gearstraining@mdcourts.gov>).